

TECHNICAL, COMPREHENSIVE AND ADMINISTRATIVE REVIEWS PROCEDURE

1. Technical Review: (Performed by a peer on 100% of cases)

1.1 Minimum criteria for technical review:

- Verify drug identification and names on certificate and report
- Verify proper weighing and sampling technique and check math.
- Verify which balance was used and check that correct numbers of decimal places were used on the certificate.
- Examine chromatogram, MS, TLC plate for quality.
- Check that standards, negative controls (blanks), and solvents are documented.
- Check for presence of necessary data including sequence log and lot #'s.
- Check defendant's and officer's names on receipt vs. certificate.
- Check initials and sample numbers on each page of the report.
- Check that any discrepancy between receipt and actual evidence was noted.
- Check that administrative review by the chemist has been completed.

1.2 After review, stamp the front page of the report with the "Reviewed" stamp and return to Evidence Officer for further Administrative Review.

1.3 In case of a disagreement over result or other unresolved issues, give to the manager for a final decision; or to the Quality Manager (Q.M.) in the absence of the manager.

1.4 In case of a minor error or minor mistake in the analysis or report, give the report to the chemist for correction with no further action.

1.5 In case of a serious error or breach of policy, file a quality issue reporting form and give to the manager or Q.M. for further action. (This may be retraining or probation as deemed necessary.)

2. Comprehensive Review: (Performed on approximately 10% of cases each month by the Manager or designee.)

2.1 Selection of cases-

- 2.1.1 The Evidence Office Coordinator selects the cases for review throughout the month.
- 2.1.2 The total number of cases for review is established based on average input for the previous few months.
- 2.1.3 If possible, distribute these evenly among the analysts.
- 2.1.4 This is the procedure currently in use, but any method which results in a relatively even distribution of 10% of the total caseload is appropriate.

2.2 Criteria for Comprehensive Reviews:

- 2.2.1 Scope of the Comprehensive Review includes all notes, reports, chain of custody documents, examination of packaged evidence, and certificate of analysis
 - 2.2.1 Fill out the *DAL Comprehensive Review Checklist* form.
 - 2.2.2 Place it in the Comprehensive Case Reviews binder for permanent storage
- 2.3 Enter the sample information in the *Comprehensive Case Reviews Spreadsheet*
- 2.4 In case of a significant non-conformity or deficiency of performance, the manager or Quality Manager will proceed as explained in section 1.5 above.

3. Administrative Reviews (Performed on 100% of cases)

- 3.1 Two part review process Part one performed by chemist:
 - 3.1.1 compare the Drug Receipt (completed by police and evidence officer) to the actual evidence as recorded in the chemist's notes.
 - 3.1.2 verify that the Certificate of Analysis prepared by the evidence officer accurately reflects the information submitted by the chemist upon completion of the case.
- 3.2 Two part review process Part two performed by evidence officer:
Evidence Officer checks that the report is complete and signed by the chemist
- 3.2 it is not appropriate to perform part one (section 3.1.1) when the chemist has signed the corresponding drug receipt. In order to remedy this, the following should be done:
 - 3.2.1 The chemist tries to avoid analyzing a sample if they have signed the receipt
 - 3.2.2 If 3.2.1 is not possible, another person reconciles the evidence before it is opened. (Evidence Office Coordinator can do this if necessary.)
 - 3.2.3 The person who reconciles the evidence with the *Drug Receipt* will initial the top three boxes on the front page of the report.